



Position: Operations and Administration Intern

Supervisor: Managing Director

Details: Temporary, Part-time, Hourly

Hours: Up to five days per week, semester-long or year-long

Organization and Mission

Reflection Riding Arboretum & Nature Center is a 501(c)(3) non-profit organization and environmental learning hub that restores the vital connection between people and nature. Filling an important need for ecological education in our technology-driven world, we envision a healthier, more creative city whose residents become stewards of their natural surroundings.

The Operations and Administration intern works closely with tasks related to marketing, development, membership, communications, administration, and operations. The focus is assisting in the behind-the-scenes management aspects of Reflection Riding. The Administration team is responsible for operating, maintaining, and the day-to-day running of the nonprofit organization. From grant writing, to fundraising, to essential behind-the-scenes tasks, this department helps Reflection Riding run smoothly so we can pursue our goal of connecting people with nature.

Job Description

The Operations and Administration intern has the unique opportunity to gain hands-on learning about the inner workings of a nonprofit organization. Interns in this position work closely with the CEO, Managing Director, Membership and Development Coordinator, and the Administrative Coordinator, but may also assist in other areas as needed. The intern will help with the array of duties necessary to make Reflection Riding a flourishing sanctuary and an extraordinary organization. Working in this position provides interns the opportunity to gain experience in the nonprofit management field and to develop skills such as grant writing, outreach, and communications, while being closely tied to local nature and conservation efforts.

Primary Duties

- Attend weekly staff meetings for the administration team.
- Draft communications and outreach materials, such as blog posts, social media posts, and newsletter articles.
- Offer unique perspectives on events, opportunities, and ideas.
- Assist in a variety of projects such as grant writing and fundraising efforts.
- Research ways Reflection Riding can broaden its impact in the region and beyond.

- Learn crucial nonprofit management skills.

Job Requirements

- Be 18 years or older and enrolled in a college or university, majoring in nonprofit management, marketing, PR, communications or another related field.
- Be interested in learning about what it takes to run a nonprofit and thinking about seeking a career in this field.
- Have experience with all Google Workspace apps.
- Be curious, flexible, self-motivated, enthusiastic, and collaborative.

Physical Demands and Work Environment

The physical and work environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We often work outdoors and our work often requires lots of physical activity. This individual may be expected to hike up to three miles while carrying equipment. This position may also require lifting and carrying materials up to 30 lbs. and having good physical agility. Reflection Riding is an outdoor facility, so all personnel must be able to spend time in areas with allergens and maintain a high level of performance even in inclement weather including but not limited to rain, snow, and high and low temperatures. When carrying out the duties of this position, this individual must be willing to be out in the elements (we work rain or shine) and exposed to allergens, yellow jackets, wasps, mosquitoes and other pests. Yellow jackets aside, this environment is what makes working at Reflection Riding so fun!

Nondiscrimination Policy

Reflection Riding Arboretum and Nature Center believes that equal opportunity is important for the continuing success of our organization. In accordance with state, federal, and local laws, RRANC intends to comply with all laws which preclude discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, and any other protected classification.

This policy applies to all activities of Reflection Riding, including but not limited to, employment, selection of volunteers, purchasing and selecting vendors or consultants. Reflection Riding defines discrimination to include, but not necessarily be limited to, the denial of services, employment, or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals.

To Apply

Please email jobs@reflectionriding.org with the subject line "Operations and Administration Intern." Include a resume or bio and tell us about why you're interested in this opportunity. Please use a PDF or word document and save your file in format: LastName-FirstName.pdf.